

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: 4/11/18
Program Name: Investigations Unit Assistant
Location/Address: 5205 ENT Street, Buzzards Bay, Ma 02542 (Joint Base Cape Cod)

EEA INTERNSHIP POSITIONS ARE UNPAID

Brief Description of Intern Position: Assist Mass. Environmental Police Boat & Recreation Vehicle Safety Bureau Accident Database Specialist with organization, compilation and consolidation of historical accident reporting statistics and document files. Assist, Unit Supervisor with processing of critical data as required / necessary.

Description of Internship Duties: Compile and consolidate historical accident reporting statistics and document files, to include: creating historical digital records and searchable databases. Photograph evidentiary materials for recording of final processing.

Knowledge and Skills required: Knowledge and proficiency with Microsoft Office Suite, ability to utilize office equipment (Printer/copier, scanner, etc), ability to create electronic files, ability to organize data .

Hours per week: Minimum of 20 hours per week.

Other relevant information:

Intern must be able to pass CORI background check and agree to non-disclosure agreement.

To apply for this position visit EEA's Website: <https://www.mass.gov/how-to/how-to-apply-for-an-internship-at-the-executive-office-of-energy-and-environmental-affairs>